

ASIAN PACIFIC AMERICAN OFFICERS COMMITTEE

Office of the Surgeon General
United States Public Health Service

Minutes of the Meeting
20 August 2003

I. LOCATION/DATE/TIME:

Parklawn Building, Surgeon General's Conference Room, Room 18-57, Rockville, MD;
20 August 2003; 1208 – 1330 hours.

II. ATTENDANCE:

A. MEMBERS IN ATTENDANCE

By Teleconference

CAPT Allan Lock*	NIH	
CAPT Arnulfo Manangan*	CDC	
CDR Kenneth Sun*	I H S	
CDR Elmer Guerrero*	I H S	
LCDR Paul Jung*	FDA	
LCDR Gor Yee Lum*	HRSA	
LCDR Sue Newman*	I H S	
LCDR Samuel Wu	FDA	Corresponding Secretary
LCDR Patricia Garvey	FDA	Treasurer
LT Cheryl Lynn Fajardo	HRSA	APAOC Chair
LT Marjorie Baldo*	CMS	Acting Executive Secretary
LTJG Jeffrey Vang*	I H S	

B. MEMBERS EXCUSED

LCDR Jennifer Fan	FDA	Vice Chair
LCDR Venkatarama Koppaka	CDC	
LCDR Elise Young	HRSA	

C. GUESTS

CAPT Charles Cathlin, BCOAG	OPHEP	
CAPT Leslie Cooper, BCOAG	NIH	
CAPT Hilda Douglas, BCOAG	HRSA	
CAPT Thurma Goldman, BCOAG	HRSA	
CAPT Wendell Wainwright, BCOAG	HRSA	
CAPT Ivana Williams, BCOAG	HRSA	
CAPT Joyanne Murphy, BCOAG	HRSA	
CAPT JoAnn Spearman, BCOAG	HRSA	
CAPT Robert Taylor, BCOAG	HRSA	
CAPT Janet Anderson	PSC	
CDR Hye-Joo Kim*	CDC	
CDR Gail Cherry-Peppers, BCOAG	HRSA	
CDR Doris Ravenell-Brown	FDA	
CDR Shirley Zeigler, BCOAG	FDA	
LCDR Laurie Hall, BCOAG	FDA	
LCDR Diane Hammer, BCOAG		
LCDR Monique Fountain, BCOAG	HRSA	
LCDR Elijah Martin	HRSA	BCOAG Chair

LCDR Valerie Darden-Craig, BCOAG	HRSA	
LCDR Angela Shen*	FDA	
LCDR David Diwa, BCOAG	FDA	
LCDR Nicholette Hemingway	FDA	BCOAG Career Development Chair
LCDR David De la Cruz*	HRSA	
LCDR Kristen Moe	FDA	
LT Helen Hunter, BCOAG	OSG	
LT Monika Johnson, BCOAG	FDA	
LT Debra Tubbs*	HRSA	
LT Sheila Ryan	FDA	
LT David Lau*	FDA	
LTJG Cicely Reese	OSG	
LTJG Donna Phillips	HRSA	
Brenda Harvey	NIH	
Laurie Ho		
Joanna Select		
Angela Shannon	FDA	
Jane Sprouse, Awards Coordinator	PSC	

D. MEMBERS ABSENT

CAPT Rao Surampalli	EPA
CDR Hoang Nguyen	HRSA
CDR Sarath Seneviratne	FDA
LCDR Koung Lee	FDA
LT Julian Canizares	FDA
LT Kai Chiu	I H S
LT Janice Kim	BOP

III. STANDARD AGENDA ITEMS AND REPORTS:

- A. **CALL TO ORDER:** The meeting was called to order on 20 August 2003 at 1208 hours by LT Cheryl Lynn Fajardo, APAOC Chair.
- B. LCDR Elijah Martin and LT Cheryl Lynn Fajardo welcomed all the APAOC and BCOAG members and guests at the meeting and those participating by teleconference.
- C. **MEMBER ROLE CALL:** LT Marjorie Baldo.

IV. BUSINESS: Awards Writing Workshop

The presenters of this workshop were: CAPT Ivana Williams (HRSA), CAPT Hilda Douglas (HRSA), and CAPT Thurma Goldman (HRSA).

CAPT Ivana Williams – Getting Things Started

1. Acquire Most Recent Billet

Have things on hand – most recent billet. See what you scored in your billet. Approach supervisor for awards. Billet is scored based on rank for the job that you are assuming. If billet is lower than your rank, talk with your supervisor. If you are aspiring to be an O-6, you will need a graduate degree.

2. Update Your Curriculum Vitae

This needs to be updated on an annual basis. Verify and update it every year. Include all activities on your CV (accomplishments - organization involvement, special awards). The CV must be a picture of your career within

PHS. If you receive letters of appreciation, include copies in your OPF. CEUs, degrees, and transcripts should be reflected in CV.

3. Check Your Professional Information Report (PIR)

Make sure this is correct. Check this on the DCP website and verify for accuracy.

4. Maintain a Notebook with a List of Accomplishments Throughout the Year

It is difficult to remember all your accomplishments throughout the year unless you write them down in a notebook. Keeping a notebook with a list of your accomplishments will also help you when it is time to do your COER. Note your accomplishments with dates, and special assignments.

CAPT Ivana Williams – Awards Process

1. Start early. Awards can be based on overall COER.
2. Be familiar with all the different awards.
3. Meet with your supervisor periodically before evaluation time.
4. Establish a plan of action.
5. Prepare a request to your supervisor for the award with explanation.
6. Get sample write-ups.
7. Maintain a file of helpful documents.
8. Familiarize yourself with award forms.
9. Begin developing the award justification.

Keep in Mind: Know what you are asking for and what fits with your accomplishments. Make it appropriate. Chances are your supervisor will ask you to write the award. Also, remember to sign your COER. If you do not agree with your COER, indicate your non-currence and submit a rebuttal.

CAPT Ivana Williams – Award Justification

Provide background information and details. Be brief and specific.

CAPT Thurma Goldman Awards

There are several awards. These include the following

Individual Honor

1. Citation –Lowest PHS award. Recommend for all junior officers. Note that PHS officers are allowed one individual award per year.
2. Achievement – slightly step up of Citation award. Must have some impact at the agency/program level.
3. Commendation Medal – Professional/Scientific/National contribution.
4. Outstanding Service Medal – Represents a one time occurrence that has major leadership or national significance.
5. Meritorious Service Medal – Career building/career progression to the PHS. Very difficult to acquire. Award committee is very stringent on awarding this award. Usually provided at the end of an officer's career.
6. Distinguished Service Medal – highest honor besides SG award. Career-ending. A medal usually provided to SG or Assistant Secretary of Health. Have to have a major impact. Money – how much money or life saved.

Unit Awards

1. Unit Citation
2. Outstanding unit Citation
3. Unit Commendation

Service Awards

Given based on where working and type of job performed.

Foreign Duty Award

Provided to those who serve overseas for 30 days.

Special Assignment

Provided to those with details for 30 days or more; or as a PAC member, or any organization. Up to the individual to write up. Must validate involvement based on documentation or proof of involvement. If doing job away from current job responsibility. If detail, must be outside of DHHS and outside of agencies with MOU.

Criteria

Four critical areas/requirements before considering the type of award that you should be nominated for:

1. Impact
2. Actual level of achievement – what you did and whether what you did was above and beyond your regular duty. What kind of initiative and creativity did you bring to the job?
3. Leadership – outside/above and beyond of scope of your duties
4. Time – 13 month window (must be within 13 months of submitting your award)

Award Write-Up

1. Must be 1 to 2 pages (if more than 2 pages, will be returned)
2. Keep it brief
3. Use bullets

CAPT Hilda Douglas

If supervisor ask you to write up an award for another PHS officer – provide your boss with PHS officer's history of awards. CAPT Douglas also indicated that the award process may be time consuming since each agency has a different process on how awards are reviewed once it is submitted. This is not an immediate process and requires patience.

Finally, awards should be worn properly. They must be worn in order of precedence, and must be clean.

For those wishing to receive a certificate for participating in this workshop, please send an e-mail to LCDR Valerie Craig at VCraig@hrsa.gov with your request along with your name, rank, and mailing address.

V. ADJOURNMENT – NEXT MEETING:

LT Fajardo adjourned the APAOC meeting at 1330 hours and announced that the next meeting is scheduled for 17 September 2003, at 1200-1330 hours in the Parklawn Building, SG Conference Rm. 18-59.

VI. HANDOUTS: (Attached to e-mails by LT Fajardo.)

1. Lists of APAOC voting and general/guest members
2. Power Point Presentation by CAPT Ivana Williams, MPA, RPT
4. Handouts; Outstanding Service Medal, PHS Citation, Administrator's Citation for Outstanding Group Performance, Nominations for the 2002 Secretary's Award for Distinguished Service, PHS form 6342-2, Display of PHS Ribbons
5. Certificates of Achievement, Award Writing Workshop

Submitted by:


LT Marjorie Baldo
Acting Executive Secretary

Date 8/20/03


LT Cheryl Lynn Fajardo
Chair

Date 8-20-2003